

Citibank Reinstatement Procedures

Memoranda of request for reinstatement of a canceled travel card account must be submitted by the employee's supervisor to the Line Office Chief Financial Officer (CFO)/Management and Budget Chief, to Citibank for approval. NWS requests must be sent through Beth Downs, to the NWS CFO. Cards are rarely reinstated when canceled by Citibank.

Requests can be sent to: Paula Gillon
Client Account Manager
Citibank e-Business 4-3-a730
Commercial Cards
7777 Baymeadows Way West
Jacksonville, FL 32256